

FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES
March 5, 2008

The Financial Management Advisory Committee met on March 5, 2008. The following were in attendance:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Tom Sadowski	OA-Accounting
Vandee DeVore	OA-Accounting
Janelle Jaegers	DHE
Kathy Wehmeyer	DOLIR
Carol Willhite	DPS
Andrea Beck	DESE
Robin Burkhardt	DESE
Sarah Clardy	DESE-VR
Sherry Hess	PR
Kim Sandbothe	Div of Finance
Valerie Heet	SOS
Tami Price	MDC
Theresa McDonald	DSS
Cindy Luebbering	DNR
Cathy Long	Mo Lottery
Stacy Rackers	DIFP
Shirley Gerling	DIFP – Insurance
Ken Kuster	SAO
Carol Newgaard	SAO
Jayne Masek	DOC
Diane Riddle	MGC
Debbie Davis	DIFP – Credit Unions
Dan Redel	PSC
Mike Clark	DMH
Dwayne Rasmussen	OA-Accounting
Jennifer Hall	OA- Accounting
Chris Laughlin	MSHP
Donna Stovall	MSHP
Debbie Kraus	MoDOT
Gary Irwin	MOSERS
Dave Witte	FMDC
Virginia Blanchard	OA-FMDC
Nancy Loethen	OA-FMDC
Michele Nix	MOSERS
Arlan Holmes	ITSD
Brian Dowden	OSCA
Renee Godsey	DHSS
Rebecca Imhoff	DOR
Ruth Ryals	FMDC

Denise Lehmen
Judy Gehrke

DOR
DED

Presentation:

Tom Sadowski, Director of the Division of Accounting, stated he received one comment letter on the travel regulations (1 CSR 10-11.010 through 10-11.030) published in the Missouri Register. He plans to file the final rule in the next week or so with an effective date of July 1, 2008.

Tom presented a draft of the Statewide Travel Policy that will be issued in conjunction with the revised travel regulations. The intent of the policy is to conduct state business in the most economical and efficient manner. Travel expenses are intended to be neutral to the employee with no advantage or benefit to the employee. The State's reimbursement policies are based on Internal Revenue Service guidelines.

For travel by vehicle, the Trip Optimizer or other equivalent method to calculate travel costs must be used to ensure that employees use the most cost effective travel for each trip. For travel by personal vehicle, the expense report must include a copy of the Trip Optimizer. This requirement is waived if the agency has a written policy, based upon the Trip Optimizer results, instructing employees on the lowest cost option for minimum number of miles and for each frequent destination.

The Travel Portal has links to specific airfare vendors and travel agencies. Travel in privately, owned aircraft is not eligible for reimbursement. For charter flights, agencies must contact the Missouri State Highway Patrol Aircraft Division.

For lodging, use of the Travel Portal is mandatory for in-state travel. There were concerns expressed with mandating the use of the Travel Portal for lodging due to the additional time and burden it would put on staff and that the Travel Portal does not list hotels for all cities in Missouri. Tom stated these requirements were necessary for an effective procurement process for lodging. Currently, information cannot be obtained on the location and the number of nights per stay. The Travel Portal should be used for the reservation process. If it is not used, the lodging information must be provided through a link to the Travel Portal.

The travel policy establishes a meal per diem based on the CONUS rate for a location. Employees may claim the applicable per diem rate for each eligible meal. Agencies may establish their own policies to reimburse for the actual cost of a meal as long as the reimbursement is less than the meal per diem for that location. The meal per diem is the maximum reimbursement allowed even if the actual cost is higher. A question was raised if it is allowable to reimburse for lunch when no overnight lodging was indicated. It was suggested a statement regarding the 12-hour travel status be included in the policy.

Tom stated it was not mandatory to use the State Purchasing Card or the Individual Business Travel Card for travel. However, these are the preferred methods of payment.

A question was raised if the vendors on the Travel Portal were HB 600 compliant. Tom stated he would check.

A question was raised if original signatures would be required on the expense report form or if a faxed copy is acceptable. After input from other agencies on their current practice, Tom stated he would think about it but that he would probably require original signatures.

A question was raised about the requirement of properly accounting for trip expenses within 90 days after the end of the trip. It was stated in the past the Office of Administration, Division of Accounting stated that employees had up to two years to claim these expenses. Section 33.120 RSMo states "Persons having claims against the state shall exhibit the same, with the evidence in support thereof, to the commissioner of administration, for the commissioner's approval, within two years after such claims shall accrue, and not thereafter."

A question was raised if it would be possible to assign a vendor number to an employee instead of using an employee's social security number. This would eliminate the need of removing the social security number before imaging or copying the document. Tom stated that in SAM II it has to be the social security number and that it cannot be changed.

Tom said that the Office of Administration is working on a rule that would eliminate reportable commuting in State vehicles. Reportable commuting is when an employee is subject to federal and state taxation reporting requirements. There will be more to come on this issue at a later date.

Tom inquired of the group if any agency was experiencing issues with reimbursements of business calls on personal cell phones. He stated he was looking at the possibility of a stipend or other reimbursement for employees. No one indicated that this was an issue.

Status Reports:

State Auditor's Office

Ken Kuster stated that the Statewide Single Audit has been completed and that any agency with a finding must submit their Corrective Action Plan to the Office of Administration, Division of Accounting by March 12, 2008.

Office of Administration, Division of Accounting

Vandee DeVore introduced Jennifer Hall, the new State Purchasing Card Coordinator. She also introduced Dwayne Rasmussen as the Central Accounting Manager. Vandee reported two links have been added under Car Rental on the Travel Portal for use in reserving a vehicle with the purchasing card or by direct bill. The purchasing card is the preferred method of payment for rental vehicles. United Missouri Bank (UMB) Visa Card provides the collision damage coverage. This option saves the State money if there is damage to a rental vehicle since UMB will pay for the damage instead of the State.

Office of Administration, Information Technology Services Division

Arlan Holmes stated agencies needed to look at any long distance charges paid directly to the carrier between April 2006 and September 2006 since the State may be eligible for the excise tax rebate. Arlan will provide additional information to the committee.

Next Meeting:

May 7, 2008

8:30 a.m. – 10:00 a.m.

Room 500 Harry S Truman Office Building